APPRAISER II

DEFINITION

Under direction, secures and analyzes data for the appraisal of real property for ad valorem tax purposes; makes field investigations; conducts studies and appraisals of residential, commercial, farm, vacant land and timber properties in assigned geographic area; explains appraisal methods, laws, and procedures to the public; defends challenged appraisals before the Board of Equalization, when necessary; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level classification in the Appraiser series. This classification is distinguished from the Appraiser I in that incumbents at this level are responsible for independently performing the full range of appraisal duties in an assigned geographic area.

REPORTS TO

Assistant Assessor

CLASSIFICATIONS SUPERVISED

This classification does not exercise supervision over staff.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Conducts investigations and analyzes data in determining the value of residential, commercial, small commercial, agriculture, vacant land and timber properties for tax assessment purposes in assigned geographic area
- Inspects building improvements and changes to determine the effect on property value
- Inspects exterior and interior of buildings to determine classifications according to standards and examples set forth in appraisal manuals
- Examines, analyzes, and determines the quality of materials, fixtures, equipment, and general construction in buildings and improvements
- Measures buildings and computes both total area and improved areas as required
- Estimates replacement costs, construction costs, resale value, and other pertinent factors affecting property values
- Interviews contractors, developers, real estate agents and other members of the public for input on property valuation
- Determines improvement classifications, researches improvement costs
- Calculates depreciation
- Develops an opinion of value by comparing with other properties in the subject’s market
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- Maintains computer databases for each property including photographs, physical descriptions and characteristics
- Combines the variety of elements affecting property value and exercises judgment in arriving at consistent, equitable appraisals for tax assessment purposes
- Records factual data and comments on appraisal forms
- Performs roll corrections on properties incorrectly assessed
- Reviews properties for special exemptions and ensures proper valuation of claims
- Assists County mapping authority in determining base year values for newly created parcels
- Prepares scale drawings of the location of buildings and improvements in relation to property lines
- Sketches maps to assist with field locations
- Organizes and logs information
- Creates a building record
- Compiles comparable sales information
- Explains assessment procedures, value determinations, methods, and laws to the public
- Prepares analysis and defends challenged assessments when necessary
- Prepares reports
- Maintains electronic records of appraisals
- Performs appraisals involving Section 11 properties, low income housing, possessory interests, Williamson Act and mineral properties
- Assists and trains other appraisers with less knowledge or experience
- Performs related duties as required

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

TYPICAL WORKING CONDITIONS

Work is performed in both an office and outdoor environments; continuous contact with staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Factors, techniques, methods, and principles involved in the appraisal of real property.
- Methods and techniques of determining property values.
- Laws and regulations affecting the appraisal of real property, including pertinent principles and guidelines contained in the State Constitution, Revenue and Taxation Code, and
Appraiser's Handbook.
- Real estate theory, practice and economics.
- Mathematical concepts.
- Construction methods and materials as it relates to assessing the value of properties.
- Property transaction related documents such as deeds, titles and property descriptions.
- Methods and techniques of preparing technical reports and documents.
- Office equipment including computers and assigned software.
- Methods and techniques of documenting the appraisal process.
- Organization, procedures, specific processes and responsibilities of the County Assessor's Office.

**Ability to:**

- Apply appraisal principles, methods, and techniques in the equitable and justifiable appraisal of real property in assigned geographic area including residential, commercial, farm, vacant land and timber properties.
- Assemble and analyze statistical and narrative information.
- Read and interpret maps, assessment books, property descriptions, and legal codes.
- Prepare analytical reports.
- Make mathematical calculations quickly and accurately.
- Measure properties, document through photographs and drawings and prepare valuation recommendation.
- Remain current on rules and legislation impacting appraisal activities.
- Understand and carry out oral and written directions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of the work.

**Training and Experience:** Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education**

Equivalent to a Bachelor's degree from an accredited college or university. OR

**Experience**

High School graduate plus 4 years of relevant experience. Relevant experience means employment experience within the last 10 years in any of the following occupations:

A. Accountant, auditor, real property appraiser, building cost estimator, engineer, real estate loan agent, real estate loan underwriter, right-of-way agent, licensed building contractor;
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B. Real estate licensee—licensed by the California Department of Real Estate, engaged in buying, selling, leasing or managing real estate;

C. An appraiser aide or appraiser trainee in an assessor's office or in the property tax department or the Board. OR

**Combination of Education and Experience:** Any combination of four (4) years of relevant experience and of education in an accredited institution. AND

Minimum of one year working as Appraiser I or evidence of knowledge and ability to perform the job duties outlined in Appraiser II job description.

**Retention of Appraiser Certificate:** Appraisers shall adhere to the annual training requirements set forth in Section 671 of the California Revenue and Taxation Code. Failure to obtain such training shall constitute grounds for revocation of the appraiser’s certificate.

**Special Requirements**

Possession of an appropriate, current, and valid California Driver’s License issued by the State Department of Motor Vehicles.

Possession of a valid appraiser’s certificate issued by the State Board of Equalization within one year of employment.